

# **2022 Statewide Rest Area Design**

## **Request for Proposal**

### **Iowa Department of Transportation**

#### **Introduction**

The Iowa Department of Transportation's Design Bureau is seeking a multidisciplinary design team to provide civil engineering, architectural, structural engineering, landscape architectural, artistic, electrical engineering, mechanical engineering, surveying and geotechnical engineering services for work on a variety of rest area improvement projects. Work may also be requested for improvements to other DOT facilities (office buildings, maintenance garages, etc.) on an occasional basis. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

#### **Project Background**

The Iowa DOT's Design Bureau intends to enter into an on-call contract with a firm (or team of firms led by a single, prime consulting firm) as it anticipates the need to design and construct various rest area improvement projects on a statewide basis. The contracts would become effective during the spring of 2022 and continue for a three-year period plus any time necessary to complete work started during this period.

#### **Project Scope**

The department is seeking professional services to design and prepare construction documents for the following types of work; location and design of new rest area facilities, design and construction of new rest area buildings at existing sites, remodeling of older rest area facilities, parking lot and ramp design, improvements to picnic and landscaped areas, water and wastewater system improvements and other site utility work. The design team will be tasked with developing, designing, and incorporating themes and aesthetic elements into the new facilities. The department is also looking to incorporate some LEED components and philosophies into these new facilities.

Additionally, the scope may include such construction phase tasks as; reviewing and approving shop drawings, providing either daily or periodic on-site inspection, attending site progress meetings, providing construction survey, reviewing and approving pay applications, preparing/reviewing change orders, answering questions during bidding and construction and preparing record drawings.

#### **Contract Information**

The department anticipates that the selection process will be completed by September 2021. Negotiation with the selected consultant will commence upon notice that the selection process is complete. The base contract will be a three-year, statewide on-call agreement plus any time extensions necessary to complete work started during the period. Individual work orders will be executed for specific projects as they arise. It is anticipated that a cost plus fixed fee, fixed overhead rate, specific rate, or lump sum payment method will be used. Other payment methods may be used for subconsultant agreements with the type of payment to be determined when a fee proposal is submitted.

## **General Requirements**

The consultant and any subconsultants are required to be prequalified as defined in the Iowa DOT's Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract.

<https://iowadot.gov/projectdev/300.04.PDF>

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding for some of the work under this contract may involve federal-aid highway funds. While there is not a DBE goal set for this contract, such a goal may be identified later for a selected project and compliance would be negotiated at that time. The Iowa DOT still encourages the spirit of the program to be incorporated in the proposed contract whenever possible. A list of certified DBE firms may be found at <https://secure.iowadot.gov/DBE/Home/Index/>. A list of TSB firms may be found at <https://iowaeda.microsoftportals.com/tsb-search/>.

The department is interested in utilizing Iowa artists in these projects. Since the DOT does not have prequalification criteria established for artists, the proposal should include no more than two pages (front and back) that present the following information for review:

- Photos of the artist's public art work.
- Description of experience working on interdisciplinary teams from concept development through design and construction.
- A list of mediums the artist has used in public art projects (wood, steel, glass, light, fabric, clay, etc.).
- A list of at least three references (with contact information) who can attest to the artist's public art work experience.

## **Selection Information**

Emphasis should be placed upon providing information concerning the experience and expertise (including licenses/certifications) of key team members, similar public building projects your key team members have recently worked on and their role in the project (with references and contact information), experience incorporating LEED principals into similar public projects and experience working with the DOT.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.

1. Specific qualifications of the project manager – 20%.
2. Specific qualifications of the team members:
  - a. Architect – 25%
  - b. Artist – 10%
  - c. Other disciplines – 20%
3. Past performance with similar types of work – 25%

The selection committee does not anticipate the need for oral interviews.

Contacting any selection team member other than the RFP contact person is considered inappropriate.

### **Proposal Requirements**

Please provide the following information in the order listed:

1. Include your firm's approach to addressing the identified tasks, your understanding of the project's scope, key issues and relevancy to Iowa's transportation system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
2. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
3. Include experience and qualifications for any sub-consultants to be used and work they will perform.
4. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
5. The qualification criteria previously mentioned for the artist.
6. The location of the office where the majority of work will be performed.
7. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.
8. Include a statement that the consultant will meet the DBE goal if one is established for a particular project.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5" x 11" pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The maximum size limit of a **proposal is 10 megabytes**.

On the cover page of the proposal, please include title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to [jacqui.digiacinto@iowadot.us](mailto:jacqui.digiacinto@iowadot.us). An email will be sent confirming receipt of the proposal within 30 minutes or by 1:00 p.m. on the submittal deadline date, whichever is later.

For a firm to be considered, their proposal must be received by 3:00 pm on Tuesday, August 24, 2021.

Any technical questions or questions regarding this RFP shall be submitted via email to [jacqui.digiacinto@iowadot.us](mailto:jacqui.digiacinto@iowadot.us). Any questions about this RFP must be received by noon on Tuesday, August 17, 2021. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, <https://apps.iowadot.gov/rfp>.

**Any proposal not complying with all requirements stated in the RFP may not be accepted.**

### **Public Records Law**

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

### **Statement of Non-Discrimination**

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 515-239-1399. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 515-239-1399.